

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Proposed Revision of Regulation

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1. The attached proposed revision of Regulation  paragraph 22g) is submitted for your consideration and approval.

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2. The objective of the proposed revision is to discontinue the maintenance of a central administrative file.

3. Material for the present file is received from only a few offices. Due to security measures and the physical arrangement of the Agency. In addition, the type of material forwarded for filing is of negligible value.

4. In view of the foregoing, it is not considered practical to attempt to maintain a central Agency file of this type.

Chief, General Services Office

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*Attachment*